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	Section 6 Publishing to PDF (WordPerfect 11 or 12)

WordPerfect (WP) has a Publish-to-PDF feature built into the application so additional PDF conversion software is unnecessary. There is a notable issue regarding the use of this feature as it pertains to preparing documents for upload into CM/ECF. The appropriate settings must be configured so that the PDF file size remains as small as possible. The following outlines the steps to ensure that the PDF file size is kept at a minimum.

I. Publish to PDF (WP 11)

STEP 1   If necessary, launch WP. Open or create your document.

STEP 2   Choose **File>Publish to>PDF...** The **Publish to PDF** dialog box will display.

STEP 3   Browse for the final output location (e.g., where you want the PDF document saved).

STEP 4   Verify the file name is correct or change the file name. It is crucial that you verify the file name each time you publish to PDF because there are no overwrite warnings. This means it is easy to accidentally overwrite an existing file.
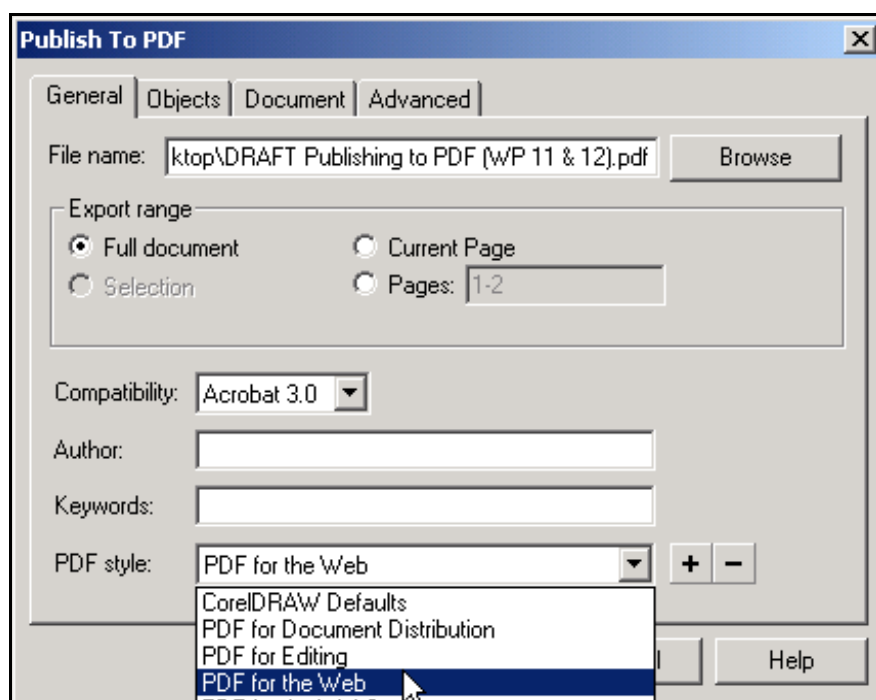
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STEP 5   If you are performing these steps for the first time, change the **PDF Style** to **PDF for the Web**. If you have already created a custom PDF Style skip to STEP 10.

STEP 6   Access the **Advanced** tab. Change the **Output all objects** to **Grayscale**.

STEP 7   Click the **General** tab. The PDF Style has changed to **Custom (Current settings not saved)**.

STEP 8   Click the **"+"** sign to the right of **PDF Style**. The **Save PDF Style** dialog box will display.
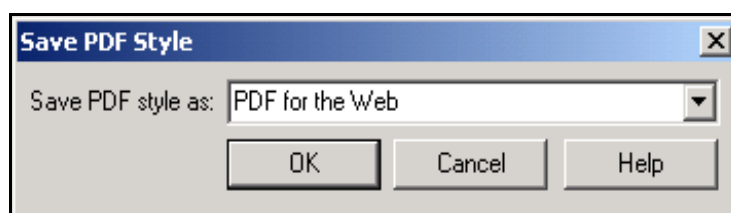

STEP 9   Type a name in the **Save PDF Style as** text box and click **OK**. The new style is saved as the default.

STEP 10   Click **OK**. The PDF is created. Locate and view the file for quality assurance purposes. **NOTE**: This cannot be done through WP because WP does not open PDF documents.

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II. Publish to PDF (WP 12)

STEP 1   If necessary, launch WP. Open or create your document.

STEP 2   Choose **File>Publish to>PDF...** The **Publish to PDF** dialog box will display.
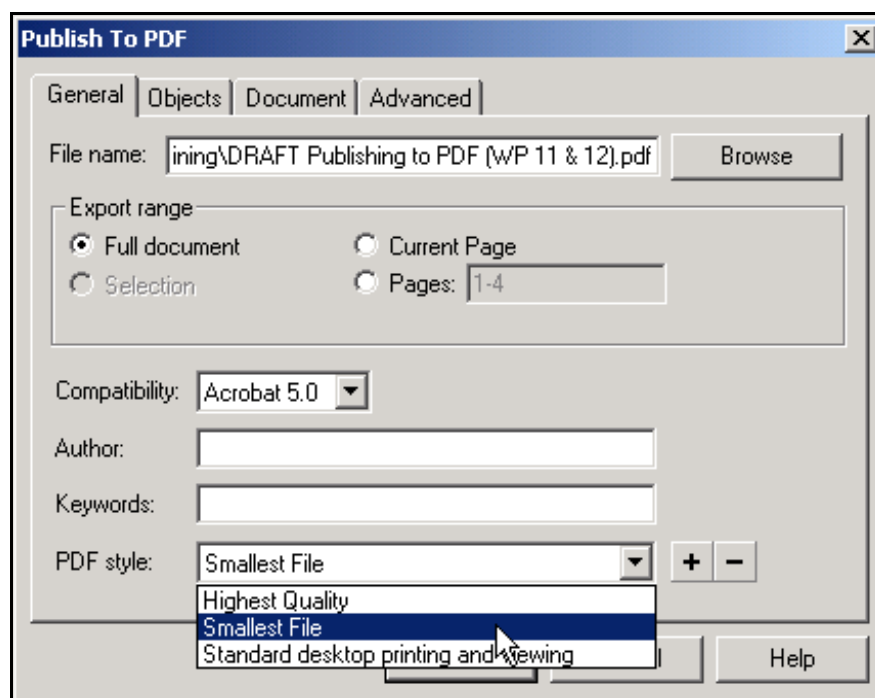
STEP 3   Browse for the final output location (e.g., where you want the PDF document saved).

STEP 4   Verify the file name is correct or change the file name. It is crucial that you verify the file name each time you publish to PDF because there are no overwrite warnings. This means it is easy to accidentally overwrite an existing file.

STEP 5   Change the **PDF Style** to **Smallest File**. **NOTE:** WP will retain this setting for future publishing.

STEP 6   Click **OK**. The PDF is created. Locate and view the file for quality assurance purposes. **NOTE:** This cannot be done through WP because WP does not open PDF documents.